

**APPROVED September 24, 2008**

The meeting was called to order at 7:05 PM by Chairman Charles Kimball. Present were Richard Violette, Charles Kimball, Michael Nygren, Pat Martel, Andy Kohlhofer, Doug McElroy, Town Administrator Heidi Carlson and Recording Secretary Jeanne Nygren. Members of the Fire Rescue Department that were present were Deputy Chief Joe Nichols, Interim Fire Chief Richard Butler.

Carlson went through tonight's agenda items which are Fire Department, Health Department, Patriotic Purposes, Emergency Management, and Advertising and Regional Association.

Interim Fire Chief Richard Butler introduced himself and Joe Nichols to the Budget Committee and started to go through his proposed budget.

Carlson said that the Fire Department has met several times with the Selectmen since his taking over the department due to the accident of Richard Heselton the Fire Chief. Butler gave his 3-5 years projections, which were presented to the Budget Committee. A recap of the Selectmen's recommendations was handed out by Carlson which she had as an excerpt from the Selectmen's meeting of September 11, 2008.

**4220-FIRE DEPARTMENT**

001-Office & Cleaning Supplies-\$1000.00-a decrease of \$270.00-spent on computer supplies, postage, cleaning supplies, and miscellaneous items.

003-New Equipment-\$8100.00 –a decrease of \$250.00 This will update SCBA's being done which gives Heads-up display of tanks and will not have to depend on gauges. If there is any money left in this line Butler want to buy another laptop as he has been using his personal computer.

Kohlhofer asked about the Auto Pulse and its use, how many times it was used this year and the money spent for the warranty. Butler said he wasn't sure and that Matt Dustin, EMS keeps these records.

004-Gas, Fuel & Oil-\$4000.00-an increase of \$1700.00 due to higher instance of calls received. Butler would rather have more money in this account than not, and turn back in at the end of the year. Line 4220-018-Gas Expense Chief line was zeroed out and money put into the 004 gas line. Butler tries to utilize the utility truck that was purchased by the Town a few years ago rather than his personal vehicle when possible.

005-Chief Compensation/Administrative Salary-\$25,000.00-this is an increase of \$14,900.00. Butler had provided a detailed job description, which is in the back of the package, including all of his job duties and responsibilities. Kohlhofer asked how many hours a week does he put in the Department? Butler said he puts in about 25 to 30 hours a week which covers meetings, training, and office hours, as well as emergency calls. He does not qualify to the points LOSAP system as part of his taking this position. Kohlhofer asked does this position include Social Security, Medicare, which will at 7.6% be added to this \$25,000.00? Employment taxes are in addition to the wages and included in the EB 4155 line. Kohlhofer asked is the 25 hours a week worked actually required? Butler said yes to these questions. McElroy asked was Heselton just underpaid for all his services in the past? Butler answered yes. Kohlhofer asked what other towns pay their Chiefs? Butler listed Chester at full time \$48,000.00 with 2,200 people, Kingston at full time \$55,000, and Sandown \$47,000 with 5,200 people.

Carlson provided some background history and said Heselton has been Fire Chief for over 30 some odd years with a business in Town, and able to leave and go to a call at a minutes notice. When he retired from his business, he then got a stipend. Carlson this Town has been lucky not to have to hire a Chief due to the time Heselton put in. Butler picked up this position when Heselton got hurt with no salary. In terms where the community is going we have operated with only volunteers and the Town has been lucky

for a long time. Butler has formalized a plan that has long been overdue. Kohlhofer asked was there anyplace that designated hours had been kept or worked in the position of Fire Chief? Kohlhofer was concerned what if there was an injury. Carlson said because this position is salaried he can come and go, some weeks he might work 20 and other weeks 30. Workers compensation benefits cover him at the rate of a full time career firefighter. Gates asked is this compensation based upon the rate of pay? Carlson thought no, that it is different for volunteers and will check into Gates' question as this differs from the Police Department. Carlson said in terms of salary if he is doing Fire Department business, regardless how of many hours, he is covered

006-Books & PR Material-\$1568.00 an increase of \$500.00-This provides literature for Fire Prevention Week and other magazines subscribed to by the Department. Nichols said there was an increase in school students over this past year. NFPA membership is due in November which is \$700.00.

Butler said since filling in for Heselton, the Department spent the money that had to be spent on day to day basis for running, and now with a change they are doing catch up in the things they budgeted for. Butler said \$1,100.00 is still to come in for software update. Violette asked if Butler could put a projected spending line in the budget to make it easier to understand the money that is still left unspent. This would help the Committee to have these figures and elaborate on them. For example, the protective gear isn't purchased until they have completed the classroom study. If they are registered in a fall class this gear will be purchased after completion and passing this course. Nygren asked to have these figures compiled by Butler in a couple of weeks if possible.

007-Protective Gear & Uniforms-\$12,720.00-a decrease of \$3,250.00, Selectmen's recommendation.

008-Inspect & Consultations-\$450.00-no change-this is only used if an outside person has to be used to complete a project.

009-Communications-\$7200.00-no change. Used for purchase of radios for new members. Maintenance on new radios with battery replacements, repairs and reprogramming when necessary. State required radios zones A-C set up by the Municipality any way they want, zone D has the same frequency and programming no matter where you go.

010-Mileage-\$1400.00-no change to this line. This covers reimbursement to members when using personal vehicles when attending training and classes out of town. Kohlhofer said that if people are not submitting the mileage reimbursement, then don't budget for it, and have them put it on their taxes. Kimball said you have to do the long form to be able to do this. Nichols said a lot of reimbursements during the floods were put in, but this was paid through the Emergency Management budget line. Kohlhofer asked if there is a policy on the submission for this reimbursement? Carlson said the Town has budgeted \$.48 per mile on reimbursements for 2009.

011-Forest Fires-\$600.00-no change to this line and this is used for replacement foam. Violette asked why this is a separate line item and not the same as a regular fire. Butler said because there is different foam used, and different supplies and equipment.

012-Raymond Dispatch-\$7020.00-no change to this line. This is an annual contract that is billed at the end of the year.

013-Training-\$5400.00-no change in this line. This is cost incurred to cover training and instruction.

014-Weekend Duty Officer-\$7800.00-no change to this line. On the weekend this officer handles burn permits. The pay rate is \$75.00 per weekend, for a total of \$3900.00 and EMS at \$3900.00. Currently the

Fire Department has been doing this service on the weekends. Because EMS has not been used on the weekends, a lower figure was recommended by the Selectmen.

015-Hazmat Update-\$2500.00-no change in this line. This allowance is to replace supplies that are used to stabilize and contain spills or leaks. Insurance does pay if responsible parties can be identified. Nygren asked if this equipment has expiration dates? Butler answered yes.

017-Hepatitis B and Worker's Health-\$2000.00-no change to this line. This testing is provided for an employee which is a series of 3 shots and a titer, generally \$75.00 a shot. Kohlhofer asked if people's health insurance would pay for this? Butler said this has been in the budget and they have not asked people to go through their own health coverage as some have no insurance and others have a deductible that applies. Carlson said a lot of personal follow-through is required by the individual obtaining the injections. Butler said most do follow through on this series of shots.

018-Gasoline Expense-Chief-\$0.00 a decrease of \$700.00 to nothing in this line item. Funds were transferred to line 004, gas, fuel and oil.

034-Membership/Dues-\$1945.00-increase of \$500.00. This covers NFPA membership, Seacoast Chief Fire Officer's Association, and Hazardous Materials Team Membership (START) which itself is \$900.00 a year. McElroy asked if there was enough budgeted in this line as in past years they have gone over the amount in this line. Butler thought he would be okay at this figure.

035-Conferences-\$800.00-no change to this line. For members to attend conferences to keep up to date with changes and protocols. EMS members are required to have 24 hours annually for their recertification which these conferences help them meet.

101-Clerical-\$3612.00- decrease in this line. Secretary does filing typing and other office duties. Martel asked if a person does this clerical position. Carlson answered Betty Stanley but she hasn't been putting in the hours used in the past.

103-Telephones-\$3000.00-no change to this line. This covers two lines to the station and one emergency line along with their plans. There also is an annual cost of tower data line which is our link to Raymond Dispatch. Butler's cell phone is not included in this line.

104-Hydrant/Cistern Maintenance-\$1500.00-no change in this line. Covers the electricity and lights for the pump on the well house that the Town has to pay. Butler said at some time the piping may need to be replaced due to a leak in the well house.

105-Equipment Maintenance-\$5175.00-no change in this line. Equipment yearly testing has to be done. Kohlhofer asked in 2007 why this was up. Kimball said 2 pumpers had to be fixed in that year.

800-Computer Software and Support-\$850.00. For the Fire House software updates that provides technical support for NFIRS reporting.

107-Equipment Repairs-Equipment and Apparatus-\$3800.00-no change to line. This will cover unanticipated repairs for both Fire and Rescue equipment and vehicles.

Nygren asked the difference between equipment maintenance and equipment repair? Butler explained that maintenance covers scheduled inspections and testing. The repairs are what is not anticipated and breaks.

109-Equipment Preventive Maintenance-Apparatus-\$3700.00-increase of \$400.00

300-Points/LOSAP & Stipends-\$68,025.00-department requested an increase of \$1500.00. McElroy asked why this was cut by \$3000.00? Gates said because the Selectmen looked at what was spent in the past and they reduced this line. Carlson said this is based on everyone who could be eligible and at the end of the year there is a report on how this is paid out.

402-Medical Supplies-\$2000.00-no change to line. To is to replace non-exchangeable items, oxygen equipment and other supplies needed for medical bags, all suction equipment, gloves, IV supplies, EKG electrodes, pocket masks and personal safety gear.

403-EMS New Equipment-\$2,200.00 one time purchase for new members as Butler said it is cheaper to purchase another oxygen tank than to have them hydro-tested. This also covers bottles and regulators.

413-EMS Training-\$4,900.00-cost for re-certification EMTs at \$150.00 to \$200.00 per license. This includes allowance for outside training for members; bi-annual refresher training program (RTP).

509-Medical Equipment Maintenance-\$750.00-contract for oxygen system maintenance, this is an annual fee.

200-Rehabilitation Supplies-\$250.00 new line item to provide food and drinks at extended calls for volunteers.

309-Special Details-\$3,500.00-the Grass Drags are in this line.

With no further business to discuss or questions, the Fire Department members were thanked by the Budget Committee and left the meeting at 8:30 PM.

Carlson proposed to go over the other portions of the Town's budget to the Budget Committee. She has lined up for next week the Police Department Budget, but this may not be completed by the Selectmen tomorrow night to review at this meeting. Nygren wanted the Police Department breakdown information he requested before meeting with the Department and this is important information needed in going over this budget.

Gates said that if the Selectmen find issues Thursday night and he has to go back and retool his figures then this meeting may have to be rescheduled with the Police Department.

#### **4583 PATRIOTIC PURPOSES**

Carlson said most of this budget covers the Memorial Day Parade activities and Veteran's Day Open House.

001-Flags \$1,100.00 an increase in number of flags to decorate graves and for the parade. This line also replaces all the flags at all the Town buildings, ball fields and park.

002-Organist-\$100.00-fee for services for music at ceremonies at the Memorial Day Parade to set up the sound system.

003-Band-\$800.00-paid to Dunlap Highland Band for music at the Memorial Day Parade.

004-Programs & Refreshments-\$100.00-program cost and some refreshments for Veteran's Day Open House.

005-Community Event-\$400.00-community event during Memorial Day, Veteran's Day Open House.

#### **4415-HEALTH**

Health Officer-\$2,125.00 this is an increase of \$50.00 in 2009 budget. Selectmen recommended \$1,975.00 which is down by \$150.00.

001-Health Office Salary-\$1,250.00-this line stayed the same for the yearly stipend to Health Officer.

002-Membership & Meetings-\$250.00-stayed the same. This covers association membership and 3 to 4 training seminars yearly along with the Deputy Health Officer.

003-Mileage-\$500.00 requested increase due to cost of fuel. Selectmen recommended \$350.00 this figure was based on prior year's usage. This mileage is turned in at the end of the year.

004-Phone & Office-\$25.00-reimbursement for phone calls made from Health Officer's home. This line also includes stamps for mailing.

020-Water Testing/Supplies-\$100.00. Public water testing and problems at sites.

Mosquito Control-Warrant article will be put forward to decide. We may be eligible for additional grant funds.

#### **4197-ADVERTISING AND REGIONAL ASSOCIATION**

001-Professional Dues \$6,730.00-this covers NH LGC membership based on services. Rockingham Planning Commission dues \$3,730.00.

#### **4290-EMERGENCY MANAGEMENT**

Carlson said we have a new EM manager and that Aaron Epstein was appointed in July to the position. He is on Fire Rescue Department now and just recently retired from the Coast Guard. He and Carlson just redid a grant to help with some expenses of updating the Town's Emergency Operation Plan.

001-Truck Repair & Maintenance-\$200.00-covers annual inspections, routine maintenance and fuel. Kimball asked what needs to be done on this vehicle to see what may be needed for repairs.

002-Training and Mileage-\$500.00-Mileage reimbursement for training and travel as needed for seminars.

003-Office Supplies-\$200.00-miscellaneous office supplies, work on update to Emergency Operations Plan for grant assistance.

010-Communications-\$1,200.00-cell phone reimbursement to department heads at \$20.00 a month and battery updates for two portable radios. This includes Emergency Management Director, Fire Chief, and Town Administrator. Martel asked why Building Inspector gets only \$15.00 a month and this is \$20.00? Carlson thought probably these should all be the same. Nygren thought that through Nextel they could get a corporate plan for direct connect only.

015-Equipment-\$750.00- in case we need to set up a shelter and the necessary supplies to assist in emergencies.

050-Generator Maintenance-\$1000.00-covers battery and maintenance of generator at Town Hall and Safety Complex. This is not under contract; we have to call when it needs maintenance.

100-Director Stipend-\$1,200.00.

101-Personnel-\$200.00-assistance if long-term emergency for personnel.

110-Equipment Rental-\$750.00-Generator, water pump rental if needed in an emergency.

112-Materials-\$500.00

120-Meals-\$450.00-food for volunteers in the time of extended emergency situations.

This budget is down from the previous year with a total request of \$6,900.00.

A motion to table the approval of the minutes from the September 10, 2008 meeting was made by Kohlhofer, seconded by Nygren.

With no other business at hand and a brief overview by the Budget Committee for next week agenda, motion was made to adjourn the meeting at 9:45 PM by Violette and seconded by Kohlhofer. The vote was unanimously approved.

Respectfully submitted,

Jeanne Nygren  
Recording Secretary